

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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March 27, 2003

TO: Recipients of Safe and Drug Free Schools and Communities
County Grants

SUBJECT: GRANTEE TRAINING

The California Department of Alcohol and Drug Programs (ADP) would like to invite you and/or a member of your staff to participate in the Safe and Drug Free Schools and Communities (SDFSC) Technical Assistance Workshop for Round 1 Grantees at the Holiday Inn Capital Plaza in Sacramento on **Tuesday, May 6th, 2003**.

This training will provide technical assistance from prevention experts and guidance on compliance with federal regulations. Attendance is mandatory for all grantees.

ADP will reimburse travel expenses for up to two representatives from each grant. Because the County Alcohol and Other Drug (AOD) Office is the Grantee, we request that at least one of the two participants be a representative of the AOD office. An e-mail will be sent shortly to the county AOD administrator and county grant contacts announcing the training and providing eligibility and procedures for travel reimbursements. Rooms are being held temporarily for this event. Please call the Holiday Inn Capital Plaza at 916-446-0100 before April 10th, 2003 to make your reservation. The State rate is only guaranteed if your reservation is made before April 10th, 2003. Any rate over the State rate is the responsibility of the traveller. When calling the hotel to make your reservation, please refer to the "EMT Group Block" so they know what group you are with. If you or your staff plan to fly to this event, please contact Suzanne Hebrard at 916.445.0861 or shebrard@adp.state.ca.us by April 14th, 2003 for air travel instructions and authorization.

Please return the enclosed registration form for this training by Friday, April 25th 2003. Specific details regarding the agenda will be provided to all registrants.

In addition to the grantee training, a workshop for prospective Round 2 funding applicants will be held on **Monday, May 5th, 2003**. Travel expenses for the Round 2 workshop are the responsibility of the attendee.

Sincerely,

A handwritten signature in cursive script that reads 'Michael S. Cunningham'.

Michael S. Cunningham
Deputy Director
Prevention Services Division

Enclosures (2)



DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the Flex Your Power website at
<http://www.flexyourpower.ca.gov>